

SECRET
Security Information

TO: Chiefs, Field Bureaus
FROM: Acting Chief, FBIS
SUBJECT: Letter of Instruction

8 June 1953

GENERAL

1. A low bid was received on 14 May 1953 from C. S. Phillips, Petaluma, California, for construction of the operations building, auxiliary building, well, tanks, area seeding and paving, and fence for the new west Coast Bureau station near Santa Rosa, California. The contract will be signed during the first week in June, with work to begin by 15 June for completion in 180 days. Bids for construction of the antennae field and the underground power line were let on 21 May and are due for opening on 4 June. The resident inspector from Real Estate and Construction Division will arrive on the site in early June, following which arrangements for roadway construction will be made. All requisitions involving commercial purchase have been submitted to the Logistics Office for action. There now remain only items to be requisitioned from Logistics stock or FBID technical stockpile. Administrative instructions to be in force during the construction and installation phase of the station have been forwarded and coordinated between West Coast Bureau and Departmental Agency components. Direct shipping arrangements for commercial vendors have been confirmed with the Logistics Office.

2. Further action on relocation of the Okinawa Bureau to Sobe awaits approval by the Office of the Secretary of Defense of USAF reprogramming for the Bolo Air Field project. Recent contact with USAF indicated that while this is still considered a firm project, it is being submitted for OSD approval by the Air Force along with all other Air Force reprogramming. No valid estimate of when authorization may be issued to Far East Air Forces to proceed with construction can presently be made.

3. Pacific Construction Company has commenced work on completion of the Club-Shelter-BOG Building in Okinawa. Completion is scheduled in 120 days.

4. Agreement was reached between FBID and representatives of Grove, Shepherd, Wilson & Kruege for completion of sixteen FBID houses in Okinawa on a lump-sum basis in lieu of the previous cost-plus-fixed-fee contract between VOA and GSWK, to the financial advantage of FBID. Work is continuing without interruption and all construction is to be completed by 15 September.

5. Expansion and alteration of cruising and main radio room facilities at the Mediterranean Bureau, was authorized. Additional work including replacement of deteriorated wooden window and door frames with steel frames, exterior and interior painting, and re-roofing is contemplated.

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6. Between 15 March and 29 May the FBID-Engineering and Administrative Staffs processed 197 requisitions covering 1430 items. This covers technical equipment and parts in support of station construction and routine field bureau requirements. All requisitions for FBID's stockpile of technical material have been submitted to the Logistics Office for FY 53.

7. The first project of FBID's Records Management Program, i.e. establishing disposition schedules for all administrative and allied record material at field bureaus is well under way. It is expected to have the authority from the Records Management Branch in two weeks.

8. A new London Bureau native wage scale for both London and Caversham employees has been approved by the Classification and Wage Administration Division, Personnel Office.

9. Authorization was given the Chief, Mediterranean Bureau to lease two additional houses from private owners which will bring the total of houses under lease at Kyrenia to seventeen.

ADMINISTRATION

1. The following are answers to specific questions on Time, Leave and Pay submitted from time to time to the Administrative Office, FBIS and are included here as a matter of general information.

a. Maximum allowable leave accumulation in the U. S. is 60 working days at end of calendar year.

b. Maximum allowable leave accumulation overseas is 90 days at end of calendar year.

c. Any leave in excess of these established maximums at COB 31 December is lost, except that U. S.-based employees who had balance in excess of 60 days on 20 December 1951 may retain this balance. If, however, the current balance should fall below the balance held on 20 December 1951, the lesser balance will take force automatically.

d. A classified employee overseas does not have to use leave accumulated in a previous calendar year by 30 June of the following year. He may, if he so desires, build up his accumulated leave to a maximum balance of 90 days, the limit which may be carried from one calendar year into the next.

e. It is recognized that a relatively new government employee may find himself at an overseas Bureau with an accumulation of leave rate of 13 days per year. In order to qualify for home leave, according to legal

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stipulation, such an individual must have accrued sufficient leave to carry him through 30 calendar days (not working days). This could mean that in some cases an employee might be able to take only one week's vacation during his first two-year tour of duty, provided he is returning to the U. S. at the end of this period on home leave. In cases of permanent change of station, of course, there is no minimum leave balance required. These circumstances may sometimes have a personal effect on some individual employee (no case has been called to the attention of the Administrative Office as yet), but there is no recourse. This is the law as enacted by the Congress.

f. Employees returning from overseas Bureaus:

(1) With a leave balance in excess of 60 days,

(a) The employee is considered "returned" on the day he reports for duty at his new official station (Domestic Field or Department), whether this be before or after leave in connection with travel is taken at home, overseas or enroute.

(b) If he returns before 30 June he loses automatically all outstanding annual leave accumulated during the previous calendar year, but has until 31 December to work the current overall balance down to 60 days - the maximum allowable which can be carried into the next calendar year.

(c) If he returns after 30 June he must get the overall leave balance down to 60 days for the reason stated above.

(2) With a leave balance not in excess of 60 days,

(a) The employee automatically loses any outstanding leave accumulated in the previous calendar year by returning prior to 30 June.

(b) He may, however, retain all leave earned up to 60 days and carry it into the succeeding calendar year if he returns after 30 June.

(3) NOTE: For leave accumulation purposes, when an employee is on home leave he is considered assigned to the Bureau.

g. An employee working a regular 40-hour 5-day week is paid overtime and not holiday pay for work performed on a holiday which falls on a day outside his normal 40-hour assigned tour of duty.

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2. Requisitioning procedure beginning Fiscal Year 1954:

a. Bureau requisition number to be inserted in space above Requisition Number block. All references will cite this Bureau number.

(1) (KY-1-54) for Mediterranean Bureau

(2) (OW-1-54) for Okinawa Bureau

Prefix for each Bureau will be same as administrative message number prefix, i.e., KY for Kyrenia, OW for Okinawa, etc. When necessary to abstract items to a new requisition, the Bureau number will be cited on new requisition.

b. "Source of Supply" block to remain blank until receipt of new catalogs.

c. "Deliver To" block, will be completed by Department. (Requisition number will denote Bureau.)

d. Date, Page Numbers and Office spaces to be left blank.

e. Signature of Accountable Officer, Account Number and Account Charge blocks to be completed by Bureau.

f. Item Numbers to be left blank at all times.

g. Stock Number column to be left blank until receipt of new catalogs.

h. Nomenclature Description to be as complete as possible until receipt of catalogs, at which time catalog nomenclature will be used. One line to be left blank between items.

i. Quantity and Unit of issue to be completed by Bureau.

j. Requisition items will continue to be broken down under following categories:

- (1) Expendables versus Non-Expendables
- (2) Hardware versus Electronic Equipment
- (3) Purchase items versus Stock items

k. Detailed instructions in Requisitioning Procedures and in use of catalogs will be issued with new catalogs all of which, with the exception of Group V (Electronic equipment), may be expected at the Bureaus about mid-July.

3. All checks for premiums on both Group Hospitalization, Inc., and Government Employees Health Association must be made payable to Government Employees Health Association.

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4. Monthly reports of field bureau reference library accessions submitted in compliance with [] should be addressed to Chief, FBIS, Attention Liaison officer. 50X1

EDITORIAL COMMENT

All Bureaus

1. Confusion exists in differentiating between vital and non-vital elements in formulating abridged logographs for briefs under the general principles set forth in subparagraph (26), page 6, of the Editorial Field Manual. Application of the following rules should serve to reduce inconsistencies:

a. Voice Program Briefs

(1) Include city of origin, language, date, time, and bureau symbol for all programs except those of the home services of the USSR, East European Satellites and Yugoslavia, where the word "Home" will be substituted for the language.

(2) Identify the station when call signs are included in the FBIS "Standard Broadcast Logographs" book.

(3) Include beam only when not apparent from the language in cases where separate beams are broadcast from the same transmitter in the same language.

(4) Include names of programs which are universally designated by name.

(5) Indicate dictation broadcasts where applicable.

(6) Preserve the notation /Official/ when appropriate in Latin American Broadcasts.

(7) Examples:

Paris, French, (date, time, bureau symbol)
Melbourne, English,
YVKR Caracas, Spanish,
Jerusalem /Jordan/, Arabic,
Berlin One, German, but Berlin Two, Home,
Vinnitsa, Russian,
LRX Buenos Aires, Spanish,
Belgrade, Home,
Moscow, Home,
Moscow, English to North America, but Moscow, French,
Peking, Cantonese,
Voice of Vietnam /DRV/, Tonkinese,
Vienna, RAVAG, Russian Hour, German,
Buenos Aires /Official/, Spanish.

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b. Press Item Briefs

- (1) Include city of origin, name of agency, language, date, time and Bureau symbol.
- (2) Omit mode of transmission except when necessary to indicate that a press transmission is involved.
- (3) Include beam only when of more than routine significance.
- (4) Examples:

London, REUTERS, English, (date, time, bureau symbol)
Paris, AFP, French,
Rio de Janeiro, MERIDIONAL, Portuguese,
Berlin, ADN, German,
Amsterdam, ANETA, English,
Peking, NCNA, English,
Peking, TASS, Russian to Moscow,
Budapest, MTL, French,
Moscow, TASS, Spanish.

West Coast and Okinawa

1. Editors are reminded of the necessity for speedy and tight interbureau liaison with a view to minimizing duplication in Peking Home Service coverage. The recent apparent instances of delay in getting Okinawa's summaries to the West Coast have already been noted. It is suggested that West Coast NCNA logs might be more useful to Okinawa if editors indicated the approximate wordages of important speeches, directives, editorials, etc., and if they indicated whether such items constituted texts or NCNA summaries of the articles or speeches. The interbureau files should be carefully scrutinized, in addition, to prevent mis-translations such as occurred recently in the dual-bureau handling of the Hui culture conference.

2. Editors are cautioned against briefing important material which merits broader treatment. Briefs should not extend to 20 or 25 lines. If the item cannot be condensed, it should be filed under a regular logo. In the filing of briefs, it would be appreciated if economic Briefs could be kept separate from those constituting regular Daily Report material.

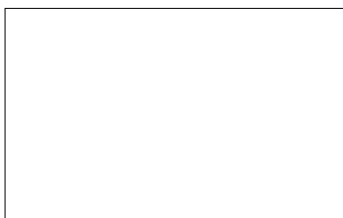
Mediterranean Bureau

1. The Bureau's generally superior copy can still stand some polishing to eliminate "foreignisms." The British "petrol," for example, should be changed to "gasoline."

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SPECIAL REPORTS

1. The publication of a study of Radio Volga transmissions for Soviet Armed Forces, prepared by the London Bureau, has occasioned requests for similar reports on Yuzhno-Sakhalinsk and other Orbit armed forces services. Mediterranean Bureau has agreed to undertake such a project with respect to the Rumanian and Bulgarian services; Hickkaido Bureau will be asked to work on Yuzhno-Sakhalinsk when its monitoring staff is sufficiently replenished.
2. All bureaus are now meeting consistently the tight schedule of deadlines which has been established for the Soviet Commentary Lists. This excellent service prevents last-minute rushes and delays, and is greatly appreciated by the Special Reports Branch.
3. The Branch's study of individual Soviet commentators is being continued, and it is desired that all bureaus continue to identify authors or commentators to the fullest extent possible, giving first names or initials, positions, ranks, or professions when the surname is not unequivocal.
4. A study of Satellite propaganda themes since the death of Stalin, prepared by the London Bureau, has been published as a Supplement to the USSR Survey.
5. Contributions to National Intelligence Estimates were continued during the month with reports on Yugoslavia and Indochina.
6. Bureaus are reminded that special observations, as of deviations between related transmitters--Peking and Pyongyang, for example--should be reported immediately by teletyped FYI's, rather than in mailed reports. The indications of authorship of allegedly joint Sino-Korean statements reported by Okinawa in the "Pyongyang Trends" were of considerable value, but the delay in transmittal impaired their usefulness.

PERSONNEL CHANGES1. New Employees

Teleq. Typwr. Opr.	Editorial Branch
Clerk	Okinawa Bureau
Info Spec (Fgn Bdcst)	Editorial Branch
Teleq. Typwr. Opr.	Editorial Branch
Clerk (Steno)	Operations Staff
Info Spec (Fgn Bdcst)	Editorial Branch

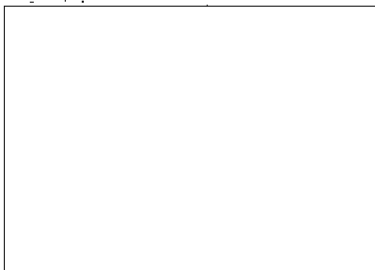
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2. Separations

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3. Reassignments



From

Info Spec (Fgn Brd)
East Coast Bureau

Administrative Asst.
London Bureau

Teleg Typwr Opr.
Editorial Branch

To

Info Spec(Fgn Brd)
Editorial Branch

Administrative Asst.
East Coast Bureau

Teleg Typwr Opr.
Tokyo Bureau

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